

Modification Justification Memorandum

Write a memorandum for record, signed by the COR, that addresses the following questions.

1. Who (customer) specifically requested the additional work? Attach supporting documentation.
2. Why was this work not included under the original task order or contract?
3. Why do you consider this to be an in-scope modification?
4. What will be the new task order or completion date?
5. What is your confidence in achieving this date and the new revised cost for this project without further modification?